

29 JUL 1955

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MEMORANDUM FORM

SUBJECT : Task Force on the Fitness Report

1. At the 11th meeting of the CIA Career Council on 13 July, the Council was informed that the studies which it had directed be made last summer leading to a review of the Fitness Report would be ready for presentation to the Council in the near future. These studies have been carried out by the Chief, Assessment and Evaluation Staff, Office of Training, with the active cooperation and support of the Office of Personnel. [REDACTED] Chief, Assessment and Evaluation Staff, has a text of the report and recommendations to the Council ready. Since he will be absent on extended leave at the time the Council next meets, it is desirable that the Task Force confer with him during the first week in August.

2. The Task Force consists of the three addressees, who have been orally appointed by their respective Deputy Directors, and the undersigned.

3. Briefly, the research and recommendations to be presented to the Career Council at its next meeting on 15 September are based on the results of the Fitness Report Questionnaire, filled out by approximately 300 supervisors in the Agency, and on consultations with more than fifty senior personnel or administrative officers, supervisors, and members of the Panel Assessors. All of this material will be available for review by the Task Force.

4. It is believed that two sessions of two hours each will suffice to enable the Task Force to absorb the background, research and rationale which has lead to the present recommendations. It is suggested that the Task Force meet with [REDACTED] at 2 o'clock, Tuesday, 2 August fei25X1A the first session in [REDACTED] room 2 & 3 Building.

5. The Council expects the Task Force to meet with it on 15 September.

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Deputy Director of Personnel
for Planning and Development

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